

SANDBOX NOTES/TIPS

1. Anyone using TDDT **MUST** log in to the Soldier Portal on appropriate server first. For the sandbox, address is:
<http://sandbox.train.army.mil/portal>
2. If you get an error message, **try again**. Often the second try works. If that doesn't work, please let Melody Jones know what errors you encounter: email:
jonesm@atsc.army.mil, phone: 757-878-4468, ext. 7103
3. If you check a document out you **MUST** check it back in even if you didn't make any changes. Use **File, Check In** or **File, Undo Checkout**.

4. The subdomains are migrating over more completely than the Access Groups. If a User can not do what you think they should be able to do, open the Access Group they are in and modify it, or set up a new one.
5. Each school/proponent can have only one SA. You can, however, set up a Suborganization SA account with all the same permissions and link it to all the subdomains and the Suborganization SA will be able to do the same things the SA can.